

# **Request for Clarification Responses**

Issued By:



**DEPARTMENT OF PUBLIC WORKS**

Issued For:

**2016-2017 MASTER ENGINEERING AND  
RELATED SERVICES CONSULTANT  
SELECTION**

**MONDAY, NOVEMBER 9, 2015**

Q 1: Should the original copy of the submittal be a cumulative document, or, should it be separated out according to activities selected?

**A1: The original hard copy, electronic version, and appropriate copies required for each activity shall be a cumulative submittal of the prospective firm's background and experience and specific sections related to the activities they are submitting qualifications.**

Q2: How many copies should be submitted with the original and electronic version?

**A2: The number of extra copies of the full cumulative submittal should relate to the number of activities you have selected in the Activity Qualification Checklist. Example: If a prospective firm selects six (6) different activities, the prospective firm should submit six (6) extra copies of the full cumulative submittal along with one original and one electronic cumulative submittal.**

**Prospective consultants are directed to submit the Activity Qualifications Checklist (Attachment #1) with the rest of your submittal.**

Q3: Should the electronic version be a single file of the full submittal, or, separate files for each activity?

**A3: The electronic copy of the submittal should include the full cumulative submittal with all activities.**

Q4: Are the page limits listed in section 4.2.f for each activity, or, for all the activities combined?

**A4: The first three bullets (Firm Identification/Cover Letter; Firm Background, Qualifications and Experience; and Representative Projects for Activities Selected) are only addressed once in the submittal. The remaining four bullets are for each separate activity selected and therefore the page limits shown are for each activity.**

**Information about the firm will be no more than 8 pages, and each activity will have up to 12 pages.**

Q5: Should the hard copies of the submittal be bound together, or, should the submittal be delivered in a format that each section can be removed?

**A5: The original and each extra hard copy of the submittal should have all activities included and be bound together. Each section should be labeled or tabbed simply so as to make it easy for the reviewing party to find in the submittal.**

- Q6: Please define the words “Activity”, “Category” and “Subject”.
- A6: The definition of the word “Activity” means each numbered section 1 through 22 of the RFQ. Each “Activity” falls under the appropriate “Category” which is in *italics*. Example: Activities #11 and #12 fall under the category of *Electrical / Communications*. The word “Subject” under section 4.2.f – Submittal Length (Maximum Pages for Each Subject) on page 17 refers to the bullet points 4.2.a through 4.2.e. Part 4.2.f presents the page limits for each bullet point under section 4.2.**
- Q7: Please clarify if submittals should include just one cover sheet and the firm’s background, qualifications and experience or if these need to be included for every activity.
- A7: Firm Identification/Cover Letter; Firm Background, Qualifications and Experience; and Representative Projects for Activities Selected are only addressed once in the submittal.**
- Q8: Are project manager and key staff members resume’s considered part of the page limit?
- A8: Per 4.2.g in the RFQ - Project managers and key staff members resumes, if included, should be listed in an appendix and should not be longer than two pages for each person. There is no requirement to include resumes and will not affect how the firm is graded.**
- Q9: Are there any forms included with the advertised RFQ that require original signature?
- A9: There are no forms in which an original signature is required.**
- Q10: Can our MEP firm (Mechanical, Electrical and Plumbing Design Engineering) just submit on this *portion alone* or do we need to *develop a team* for the other disciplines (civil, structural, etc.) in order to submit our qualifications?
- A10: Prospective firms are encouraged to submit qualifications for only the activities their respective firm is qualified. Consultants are NOT encouraged to develop teams or obtain sub-consultants in order to qualify for ALL activities. This is desired so the City can select qualified firms for each activity.**

- Q11: Should we show sub-consultants in the reference material in the complete submittal?
- A11: It is the City's goal to refrain from developing teams or having sub-consultants in order to meet all activities listed. The intent is to select firms that are qualified for each activity.**
- Q12: By having the three items (Representative Projects for the Activities Selected, Project Managers Representative Projects and Representative Projects of Key Staff Members); it appears that there will be significant repetition in exhibits. Would it be acceptable to show all representative projects under the 3<sup>rd</sup> item, with each project referencing the team that worked on it and their role? In addition, we would then also reiterate under the Project Manager and Key Staff Member's individual descriptions their project involvement.
- A12: It is up to the prospective firm to choose the format of how they want to present the representative projects, project managers and key staff. But the firm needs to make sure it includes all required items listed in 4.2. and not exceeds the page limits as stated.**
- Q13: Are respondents allowed to submit 3 key staff for each activity area?
- A13: The RFQ should have stated that the prospective firms may list up to three key staff members for each activity your company selects. These key members may overlap on other selected activities.**
- Q14: What are the insurance requirements for a selected firm?
- A14: Insurance requirements can vary per department and be project specific. Because of this, there is no need to include insurance documentation in the qualifications submittal. Insurance requirements will be addressed when the prospective consultant is selected by the City and contracts are awarded.**

Q15: Does selection as a “full-service” firm preclude that firm from providing other services? For example, if our firm is selected as a full-service provider based on qualifications for General Civil Part A services, and we have surveying capabilities or capabilities in water distribution systems, would we be considered to provide surveying or water distribution system services? Would it help our cause, if we submit our qualifications for the General Civil Part A services and request consideration as a full-service firm, to also submit information on our surveying, water distribution, or other services as well?

**A15: Qualifying as a “full-service” firm under General Civil Part A does not preclude firms from being selected for additional activities. Firms are encouraged to submit for any and all activities for which they are capable of providing services.**

Q16: Are activities 19.) Pedestrian Transportation Planning, Analysis, Program Delivery, Facilities Design and 20.) Bicycle Transportation Planning, Analysis, Program Delivery, Facilities Design considered two separate activities, or are they considered one activity under “BICYCLE / PEDESTIRAN FACILITIES DESIGN AND ANALYSIS”?

**A16: These two sections are considered two separate activities. They both fall under the category of Bicycle / Pedestrian Facilities Design and Analysis.**

Q17: How will other activities like environmental or geotechnical be handled if they are needed for a project contracted under General Civil Part A and Part B and the firm holding the project does not provide those services?

**A17: Upon selection for a specific project, the firm will be responsible for assembling a team of sub-consultants to complete the necessary scope of services specific to that project.**

Q18: Regarding the 2016-2017 Master Engineering and Related Services RFQ, is a Wisconsin Professional Engineering (PE) License required to submit on this RFQ and/or before signing the contract?

**A18: For the majority of activities, firms are required to be licensed and hold a current Certificate of Authorization to practice professional engineering in the State of Wisconsin.**

**Activities that are not required to be licensed include:**

- **Surveying**
- **Environmental/hazardous materials work**
- **Public involvement**
- **Historic/archaeological analysis**

- **Planning studies for all modes of travel**
- **Real estate appraisal, negotiation, and relocations**

Q19: Does the City have any existing hydraulic models – sanitary, storm or water? If so what is the model program for each?

**A19: For the City’s Water Works Department, a steady state program “Innovyze InfoWater Suite” is used. For the Stormwater Management Department, the programs “Hydrocad” and “Source Loading and Management Model (SLAMM)” are used.**

Q20: It appears the City currently uses an ESRI platform for your GIS - What utilities are included such as sanitary, storm, water, lighting, etc.? What level of detail is included such as pipe size, age, and invert elevations?

**A20: Most of the City Departments do not use a GIS system at this time. An ESRI based GIS system is being considered for the future. The City Departments usually use maps that are maintained in Bentley Microstation. These maps include details about the infrastructure.**

Q21: Does the City currently use an Asset Management program – if so what is the program name?

**A21: The City’s Water Works Department does not have an Asset Management Program. The Stormwater Management and Sewer Departments use the Capacity, Management, Operation and Maintenance Asset Management Program.**

Q22: Is the City open to suggested modifications to the Indemnification and Defense of Suits language contained in the Request for Qualifications?

**A22: The City does not plan to alter the language regarding Indemnification and Defense of Suits at this time.**

- Q23: Pedestrian and Bicycle Planning are typically conducted by a planning firm. Being an engineering firm, will our qualifications be considered if we are capable of the services described under items b, c, and d but not a?
- A23: Engineering firms will be allowed to submit qualifications for these activities even though they may not meet all the services described. Please indicate which specific activities your firm can or cannot provide under the specialty services categories.**
- Q24: We routinely team with qualified Disadvantaged Business Enterprises (DBEs) in the Milwaukee Area, and plan to develop such teaming arrangements with this pursuit, with the intent of meeting or exceeding the 18 percent goal stated in the RFQ. *When we develop our Statement of Qualifications should we include: (1) a general statement pertaining to our DBE partners and participation intent, or (2) include specific information pertaining to their qualifications (DBE key personnel resumes and project write ups)? Therefore, are we only submitting information for our own firm, or should we also include information on our DBE teaming partners?*
- A24: It is not necessary to provide information about DBE firms you have worked with previously. SBE participation goals were provided for informational purposes. SBE participation will not be used as a criterion to rank and select firms.**
- Q25: Can you please elaborate on what is meant by “The ability to work with street series circuitry”?
- A25: This means that the consultant must have a quality understanding of how a 6.6 amp series lighting circuit operates and the components needed to make such a system operate. They need to know how to calculate loading, the placement of cables and other details. It is very important that this concept is understood by the consultant. Another note to consider is that the consultant must also have the same level or better understanding of how a multiple lighting circuit operates, and how to properly calculate loading and sizing of cables.**
- Q26: Is there a particular software program that the City uses or would like us to use for lighting photometrics design?
- A26: While the City has been using Visual, AutoCADD with the appropriate add ons would be fine as with any type of CADD software design for outdoor lighting layout.**
- Q27: For Underground Communications and Duct System Design is this activity intended to address conduit design only, or communication network design also?
- A27: This activity is intended to address conduit design only.**

- Q28: If you are expecting to need assistance with the communications network design, what are your expected network cable types (i.e. multimode or single mode fiber optic, Cat 5E/6 Ethernet cable, etc.)?
- A28: No, the City is not expecting to need assistance with the communications network design.**
- Q29: Please give an example of a typical conduit installation that you would include under this item (e.g. Consultant works with City to create plans for installation of empty conduit in earth and handholes/manholes for future infrastructure installation; Consultant works with City to create plans for Network System cabling design and conduit installation, etc.)
- A29: The consultant would be given the City's design criteria which would include the number of conduits, maximum spacing between manholes, minimum clearances from other utilities, etc. The design may include expanding the existing conduit system, tying into existing facilities, determining impacts from proposed paving projects and the design of the relocation of the existing conduit due to these impacts. This may also include working with the different users of the conduit system to determine their needs. Traffic Engineers may need laterals into their control cabinets or Communications may need laterals to a police call box, etc.**
- Q30: What do you mean when you say "Duct System Design"? Are you just referring to a typical conduit and handhole/manhole installation, or are you also looking for things such as concrete encased duct bank, unit duct, etc.?
- A30: The Consultant would be given the City's Underground Conduit installation specifications which would contain the details for a concrete encased duct package with all the fittings, spacers, trace wires, slurry backfill, etc. necessary to complete the installation.**